

## Minutes of the Finance Committee

Wednesday, February 20, 2019

Chair Heinrich called the meeting to order at 8:15 a.m.

**Present:** Supervisors Jim Heinrich, Duane Paulson, Tom Michalski, Tim Dondlinger, Richard Morris, and Ted Wysocki. **Absent:** Tyler Foti

**Also Present:** Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, The *Freeman* Reporter Darryl Enriquez, Engineering Services Manager Carolynn Gellings, Workforce Development Board Director Laura Catherman, Business Manager Lyndsay Johnson, Financial Analyst Josh Joost, Budget Management Specialist Bill Duckwitz, Principal Financial Projects Analyst Bob Ries, Human Services Supervisor John Kettler, Administrative Services Manager Randy Setzer, Principal Financial Projects Analyst Danielle Igielski, and Senior Financial Analysts Mark Yatchak and Steve Trimborn.

### Approve Minutes of January 16

MOTION: Paulson moved, second by Wysocki to approve the minutes of January 16. Motion carried 6-0.

### Next Meeting Date

- March 6 (Michalski absent)

### Chair's Executive Committee Report February 18

Heinrich said the Executive Committee heard an information technology update including video at the jail, enterprise content management, the property tax system, golf registration system, and court/county board room; approved Ordinance 173-O-096, also on this agenda; reviewed the Internal Audit report on 1099 vendor compliance; and heard an update on the Wisconsin Counties Association Legislative Exchange.

### Ordinance 173-O-096: Authorize Department Of Public Works To Accept Monetary Donation For CTH DR Shoulder Paving And Modify The 2019 Capital Project Budget

Gellings discussed this ordinance which appropriates an additional \$70,000 of expenditure authority for the County Highway Repaving Capital Program (#201416) to apply asphalt pavement for a portion (five feet) of the shoulders of CTH DR (Golf Road) from the City of Delafield city limits to Maple Avenue in the Town of Delafield. These additional pavement expenditures will be covered by a donation of \$70,000 and results in no additional direct tax levy impact.

MOTION: Michalski moved, second by Morris to approve Ordinance 173-O-096. Motion carried 6-0.

### Ordinance 173-O-097: Amend The 2019 Sheriff's Department Budget For The Expenditure Of Seized Funds To Participating Agencies

Johnson and Joost were present to discuss this item. The Department receives funds through the State Asset Forfeiture Program and acts as a trustee for a portion of these funds on behalf of participating Metro Drug Unit agencies. The Department annually distributes a share of State asset forfeiture seized funds received to participating Metro Drug Unit agency communities based on their participation status at the time of each seizure. An amount not to exceed \$5,128 will be disbursed to the following Metro Drug Unit participating police agencies: City of Waukesha (\$1,223); City of

New Berlin (\$622); City of Brookfield (\$1,223); Village of Menomonee Falls (\$1,223); City of Muskego (\$83); Village of Hartland (\$68); Village of Pewaukee (\$245); Village of Elm Grove (\$245); and City of Oconomowoc (\$196). This ordinance results in no additional direct tax levy impact in 2019.

MOTION: Wysocki moved, second by Paulson to approve Ordinance 173-O-097. Motion carried 6-0.

**Ordinance 173-O-094: Authorize Acceptance Of Wisconsin Department Of Corrections Windows To Work Grant For Re-Entry Workforce Development Services In Waukesha, Ozaukee, And Washington Counties And Amend The 2019 Budget Of The Department Of Parks And Land Use**

Cathermann discussed this ordinance which authorizes the Department of Parks and Land Use – Workforce Innovation and Opportunity Act (WIOA) fund to accept a Wisconsin Department of Corrections – Windows to Work grant award of \$39,500 for re-entry workforce development services in Waukesha, Ozaukee, and Washington Counties. The ordinance appropriates approximately \$35,600 of project funds for a contracted staff person to assist eligible individuals in the corrections system to assist them with obtaining employment after their release. Remaining funds of \$3,900 are budgeted for administrative costs. This ordinance has no direct impact on county tax levy.

MOTION: Paulson moved, second by Dondlinger to approve Ordinance 173-O-094. Motion carried 6-0.

**State Legislative Update**

Spaeth discussed meetings, schedules, and initiatives the County is working on with the State. She also covered the dark stores issue.

**Ordinance 173-O-098: Transfer Carryover Funds From 2018 Unexpended Appropriations To 2019 Budgeted Appropriations**

Duckwitz discussed this ordinance to approve the carryover of \$2,052,710 from 2018 accounts into 2019 budgets to enable the purchase of goods and services. This funding is necessary to cover the carry-over expenditures by appropriating related revenues in the amount of \$1,654,956 and related 2018 fund balance in the amount of \$397,754 for a total of \$2,052,710.

Duckwitz indicated the above figures are updated from the original ordinance and therefore asked the committee to amend same. He explained that shortly after submitting the ordinance, staff received an updated estimate for the Zetron fire chief paging system upgrade. The system upgrade is in the ordinance detail for \$90,000 and has been a carryover in prior years. It has been delayed due to the delays in completing the Digital Radio System Upgrade Project. With the increase in costs, alternative funding is being identified and will require a future ordinance. Therefore, staff are requesting that this carryover be removed from the ordinance.

MOTION: Wysocki moved, second by Dondlinger to amend the ordinance. Motion carried 6-0.

MOTION: Wysocki moved, second by Morris to approve Ordinance 173-O-098 as amended. Motion carried 6-0.

**Year-End Report on Investments**

Ries reviewed this report including the highlights, investment yield, investment revenue, average daily balance, average investment rates, and investment portfolios. Total interest earnings at year-

end were \$734,872, down \$144,273 from the 3rd quarter but up \$153,955 from the 4th quarter of 2018, due largely to an increase in yields available in the market. Average invested balances were down approximately \$49 million from the 3rd quarter, consistent with the County's annual cash flow trend. The annual total County investment income was \$3,101,659 and the year-end average County investment balance totaled \$173,802,140.

MOTION: Dondlinger moved, second by Wysocki to accept the year-end report on investments. Motion carried 6-0.

### **Annual Report on Interest Allocations**

Ries reviewed this report titled "Summary of Current Interest Allocations" which included information on the County fund to which the funds are allocated, how it was authorized, and rationale. He went on to review "Analysis of Investment Income and Allocations – Fiscal Year 2018" which included fund allocation totals per quarter.

MOTION: Michalski moved, second by Wysocki to accept the annual report on interest allocations. Motion carried 6-0.

### **Improved Program Delivery with Vendor Investment Offset with New Program Revenue**

Setzer and Kettler were present to discuss the Transitional and Medical Monitored Residential Facility request for proposal (RFP). Setzer reviewed the Vendor Symposium they recently conducted. The RFP is meant to facilitate collaborative ventures in the county. One current example is the Genesis House. The new proposal is a facility that will provide residential treatment for women in the county and will likely involve an investment by the County in order to save money in the future. Collaboration between county government, organizations and agencies can save valuable county financial resources and help leverage outside financial resources without duplication of service.

Dondlinger left the meeting at 10:00 a.m.

There is evidence-based research indicating that the least restrictive approach to working with our clients produces the greatest positive outcomes. This proposal is an innovative County/non-profit agency collaboration to provide services not available by other vendors. It will allow residents to live more independently and support themselves in the community which contributes to economic development. The proposal expands residential facilities located in Waukesha County (currently limited access within the county). It will allow for greater family involvement with the client's treatment plan (as the facility is located within the county). It will allow the client to build a local support system while in treatment and it will allow for specialized treatment programming like Comprehensive Community Support (CCS) services for Medicaid eligible clients. Staff went on to discuss service delivery, key activities and programming within the facility, overall goals, the proposed applicant (Lutheran Social Services), projected program savings/assumptions and return on investment.

MOTION: Paulson moved, second by Morris to adjourn at 10:50 a.m. Motion carried 5-0.

Respectfully submitted,

*Thomas A. Michalski*

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Secretary